

ADMINISTRATIVE MEMO NO. ?

TO THE STAFF

June 2, 1943

Attached is
the original Bulletin
issued by OWI.

The procedure used in handling classified material or correspondence is a matter of concern to every member of the staff. This is clearly expressed in the security regulations, as follows:

RESPONSIBILITY

Every employee of FBIS shall accord to matter classified by any other agency the type and degree of care in handling that is required by the classification marked thereon. The safe-guarding of classified information is the responsibility of all employees of the Federal Government. Classified information shall be discussed by persons having access thereto only with other persons authorized to have access to the same information.

Classified material is any material or correspondence which has been classified and labeled either secret, confidential or restricted. Since this applies to all of the publications of this Service, you should be acquainted with the regulations governing proper handling of such material.

HANDLING OF CLASSIFIED INFORMATION

Documents or other materials containing secret information when not in use shall be kept locked in the most secure safe or other container available and in the absence of an authorized employee of the Federal Government, the door or doors of the room in which the safe or other container is located shall also be kept locked.

Documents or other materials containing confidential information shall be kept in a locked container when not in use.

Documents or other materials containing restricted information shall be stored and handled in such a manner as to insure a reasonable degree of security.

Documents or other material containing secret or confidential information, except when delivered within the office by one person authorized to have custody of such information to another person authorized to receive it, shall be transferred as follows:

Within the office such documents shall be placed in an envelope, sealed, and delivered in person by an authorized messenger.

For delivery outside the office, such documents shall be enclosed in an inner and outer cover. The inner cover shall be a sealed wrapper or envelope plainly marked secret or

confidential and the outer cover shall be sealed and addressed with no notation to indicate its secret classification. Secret or confidential information when delivered by other than specially authorized personnel shall be transmitted by registered mail. Restricted information may be delivered by any authorized messenger or transmitted by ordinary mail. In no case shall the outside envelope indicate the classified nature of the contents.

The Security Officer shall arrange that classified information which authorized officials do not wish to preserve shall be collected daily and destroyed in such a fashion as to render it useless and to prevent any possibility of its falling into the hands of an unauthorized person.

Preliminary drafts, carbon sheets, plates, stencils, stencographic notes and work sheets containing classified data shall be delivered for destruction by the person responsible for their production immediately after they have served their purpose or shall be given the same classification and safeguarded in the same manner as the material produced from them.

It will be noted that all preliminary drafts, carbon sheets or stencils containing classified data shall be safeguarded in the same manner as the material produced from them.

The Weekly Analysis as well as the stencils from which the Analysis reports are produced are quite bulky and a few months' accumulation of these present a problem, not only to us but also to the other agencies receiving these reports.

The confidential nature of these diminishes with time. It has been decided therefore that in future Analysis Reports will be marked "Confidential for 30 days from date of publication, restricted thereafter."

This will considerably simplify the handling, storage and filing of such material in all branches of our own Service as well as in other agencies.

Each Section Chief is made personally responsible for the proper observance of these regulations.

Any problems relating to this or suggestions for possible improvement should be taken up with Mr. Moore who is the Security Officer for this Service.

Robert D. Leigh
Director
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